

# Examination Announcement



## California State Auditor Bureau of State Audits

### FRAUD INVESTIGATOR I, BUREAU OF STATE AUDITS (JC86/4095)

**PROMOTIONAL FOR:** BUREAU OF STATE AUDITS

**SALARY RANGE:** \$5,079 - \$6,483

**COMPETITION LIMITED TO:** Current Bureau of State Audits employees and qualified persons who meet the requirements of Government Code Sections 18990, 18991, or 18992.

**HOW TO APPLY:** All applications (STD. 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. postal service (i.e. hand carried to the administration division) must be **received by 5:00 p.m. on the final filing date.**

**Submit applications to:** Bureau of State Audits  
555 Capitol Mall, Suite 300  
Sacramento, California 95814

**Contact:** Lynne Gaal  
916-445-0255

#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**ELIGIBILITY LIST INFORMATION:** A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

**FINAL FILING DATE: SEPTEMBER 18, 2009**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

#### MINIMUM QUALIFICATIONS

##### Either I

Six months of experience in the California state service performing professional auditing in the Bureau of State Audits at a level equivalent to an Auditor Evaluator II, Bureau of State Audits.

##### Or II:

Experience: Three years of experience in investigative work. (Experience in California state service applied toward this requirement must include at least six months at the level of responsibility equivalent to an Auditor Evaluator II, Bureau of State Audits.)

##### And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for year basis.)

**THE POSITION:** This is the journey person level in the series. Under supervision, incumbents receive formal and on-the-job training to learn the full range of investigative work and techniques. The incumbents are assigned a wide variety of investigative complaints with varying complexity. With increased experience and knowledge, incumbents, under general supervision, handle sensitive, complex, and diverse investigative complaints of improper governmental activities. Incumbents perform complaint intake, assess complaints, gather evidence, conduct interviews, draw defensible conclusions, and assist in writing reports based on the results of their investigations. In addition, incumbents prepare correspondence related to investigative work. Incumbents assist in program or policy development and interpretation; and may have independent responsibility to oversee portions of an investigation.

Position(s) exist in Sacramento only.

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**SPECIAL REQUIREMENTS:** Willingness to travel, work away from headquarters, and work long and irregular hours.

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**EXAMINATION INFORMATION:** This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experiences relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

**Education & Experience -- Weighted 100%**

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**SCOPE**

**Knowledge of:** Provisions of the California Whistleblower Protection Act; general auditing and investigative principles and techniques, practices, procedures, and terminology; State law relating to improper governmental activities, general laws, and regulations related to State fiscal, personnel, and administrative practices; and techniques of audit and investigative work.

**Ability to:** Apply the applicable laws and regulations to specific cases; conduct a wide range of investigations applying appropriate investigative techniques; prepare effective and adequate evidence; analyze the records, accounts, and documents of State departments; communicate effectively; and analyze situations accurately and adopt an effective course of action.

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**ADDITIONAL INFORMATION:**

- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available in the Administration Division or on line at [www.spb.ca.gov](http://www.spb.ca.gov).
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.
- **The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.
- **Who Should Apply:** This is a departmental promotional examination for the Bureau of State Audits (bureau.) Applicants must have a permanent civil service appointment with the bureau as of the final filing date in order to participate in this examination; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorable discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code 18991.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS**